

All new license/registration/certification applications must be submitted online at [nyc.gov/dobnow](https://nyc.gov/dobnow). See the [New License Application User Guide](#) for step-by-step directions. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

## STEP 1: QUALIFICATIONS

To obtain a **Construction Superintendent registration**, you **must** meet all the following qualifications prior to applying for the registration:

- be at least eighteen (18) years old
- be able to read and write the English language
- be fit to perform the work authorized by the registration
- have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Construction Superintendent
- have satisfactorily completed a Department-approved 40-hour site safety course within the one (1) year prior to application
- possess a valid Site Safety Training (SST) Supervisor card

You must also meet **one (1)** of the following experience qualifications:

- have three (3) years of experience serving as a full-time project supervisor with on-site responsibility over the construction or demolition of buildings in New York City, within the five (5) years prior to application; **or**
- have five (5) years of experience serving as a full-time project supervisor with on-site responsibility over the construction or demolition of buildings in the United States, within the eight (8) years prior to application; **or**
- Holds a valid site safety manager or site safety coordinator certificate; **or**
- Holds a valid registration as a concrete safety manager; **or**
- Is a registered design professional; **or**
- Holds a Certified Safety Professional ("CSP") designation or a Construction Health and Safety Technician ("CHST") designation from the Board of Certified Safety Professionals ("BCSP"); **or**
- Has five (5) years of experience,\* within ten (10) years prior to the date of the application, as a building code enforcement\* official charged with enforcement of the provisions of the New York City Building Code; **or**  
*\* Enforcement must include inspections of buildings under construction or demolition and thus this excludes officials whose primary role is to perform inspections of occupied or vacant buildings*
- Has five (5) years of full-time field experience in the United States, \* within 10 years prior to the date of the application, working on buildings as a safety official for a governmental entity or construction firm or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition; **or**
- Has five (5) years of full-time experience in the United States, \* within ten (10) years prior to the date of the application, as verified by employer affidavit, working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure.

\* **Educational credit** (For asterisk pathways only): Each year of full-time formal training or education in a program with emphasis on construction at a college, technical or trade school may be substituted for one year of work experience required by the pathway, up to a maximum of three years.

## STEP 2: APPLYING FOR THE REGISTRATION

Please verify you meet the above qualifications, then upload **PDF scans** of the documents listed below via the **DOB NOW Portal**. An NYC.ID account is required to use DOB NOW: Licensing. To create an NYC.ID account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for more information.

You must **upload PDF scans** of the following documentation:

- Typed, completed, and notarized **LIC4** employment history application
- **LIC62: Physical Examination Form** – must be completed within the 90 days prior to submission
- **Experience Verification Forms** from all supervisors for the years claimed as experience. If you are self-employed, you will be required to submit an Experience Verification form from clients for the relevant period. These documents are subject to what is displayed on your **Social Security History of Earnings**.

*NOTE: Letters from company Human Resources and Office Managers, Chief Financial Officers (and other office functional titles) will not be accepted. The experience verification forms from your employers must include your full dates of employment (month/day/year), job titles held and daily duties.*

- 40-hour Site Safety Course certificate
- **Social Security History of Earnings** (Non-Certified FICA Detailed Earnings Statement) for the years you are claiming as experience  
*NOTE: This is **not** the Social Security Statement.*
- Driver's license, non-driver's ID, current passport, or green card (must not be expired at time of submission)
- Current Construction Health and Safety Technician (CHST) designation card and certificate from the Board of Certified Safety Professionals (BCSP), if applicable
- Current New York State Professional Engineer or Registered Architect License Card or Certificate, if applicable

*NOTE: This is only required for those applying as a Registered Design Professional.*

- Educational Transcripts or Course Curriculum indicating full time credits (if applicable)
- Certified Safety Professional (CSP) designation card and certificate from the Board of Certified Safety Professionals (BCSP), if applicable
- Social Security Card
- Registration Fee – \$100.00 (paid via the **DOB NOW Portal**)

## STEP 3: APPROVAL

Once all documentation is submitted and approved, you will be able to schedule an appointment within the **DOB NOW Portal** to take a picture and receive the Construction Superintendent registration card.